



Job Opportunity

State Controller's Office

Position: Office Technician (Typing) - Two (2) Positions

Statewide

Location: Executive Office
660 South Figueroa Street, Los Angeles, CA 90017

Issue Date: 01/09/2007

Final Filing Date: Until Filled

Contact/Telephone:

Audrey Noda, (213) 833-6010

Who May Apply: Individuals currently in the classification, eligible for lateral transfer, or reachable on a certification list.

California Relay Service: 1-800-735-2929

Position Number(s): 051-721-1139-XXX
051-721-1139-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

If you are an individual that enjoys working in a fast paced environment, surrounded by enthusiastic and self-motivated co-workers, and possess the ability to function independently as an augmentation to an Executive Senior Level manager, then consider submitting an application to the Office of the State Controller (SCO).

The SCO is constitutionally established to oversee the financial/fiscal health of the State of California. Interested candidates will be introduced, as well as function in a professional environment designed to provide the citizenry of the State of California with efficient public service and help safeguard the use of public funds with the direction of the State Controller and his designee.

The agency also oversees the release of public funds in a fiscally responsible manner with responsibility and/or oversight of approximately 62 boards and commissions. In addition, the State Controller's Office serves as an independent watchdog providing sound fiscal control over more than \$100 billion in receipts and disbursements of public funds.

With general direction provided by Executive Staff, provide high-level support functions consistently exercising initiative, independence, and originality in discharging assigned responsibilities. These positions will require candidates to begin work at 8:00 a.m. and end work at 5:00 p.m. Specific duties include but will not be limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Initiate and prepare documents and/or correspondence for signature independently, using good judgement in applying proposed requirements to assignment;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



- Scrutinize incoming telephone communications and properly route inquiries to the appropriate individual for response using proper discretion, tact, and good judgement;
- Acknowledge and direct all visitors and/or constituents upon arrival to the appropriate Executive and provide guidance or instruction related to specific inquiries;
- Properly classify and forward incoming packages, parcels, or letters to the intended party;
- Operate and manipulate a multi-line telephone, directing all callers to the appropriate individual or logging specific detail of the inquiry and forwarding all information to the intended individual;
- Answer routine questions regarding the Office of the State Controller;
- Gather and compile information as requested by Executive Staff;
- Maintain and/or develop a desk manual identifying procedures and practices for the position;
- Maintain and modify existing filing system to best accommodate the needs of the Senior Executive Staff;
- Prepare status reports of special assignments upon request;
- Act as backup in the absence of the assistant to the Controller when required.

Desirable Qualifications:

1. Good Communications Skills;
2. Ability to exercise sound judgement;
3. Initiative, tact, and diplomacy;
4. Knowledge of software applications such as Microsoft Word, Excel, and Outlook.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
HUMAN RESOURCES
300 Capitol Mall, 6th Floor
Sacramento, CA 95814

Attn: DENISE CRUZ